### Approved For Release 2002/08/15: CIA-RDP83B00823R000400030038-0 ADMINISTRATIVE — INTERNAL USE ONLY

2 5 NOV 1975

MEMORANDUM FOR THE RECORD

SUBJECT: MBO Objective OS-D 01-76 Milestones 3 and 4

- 1. No problems are foreseen in carrying out the destruction of files identified in Milestone 2 nor will any additional resources be required.
- 2. After permission is granted to dispose of the files identified in Milestone 2, it is estimated that destruction of A&TD files will be completed within two weeks.

Deputy Chief, Administration and Training Division

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# Approved For Release 2002/08/15 : CIA-RDP83B00823R000400030038-0 Administrative = [migran] U20 Cm/y

26 November 1975

MEMORANDUM FOR: Chief, A&TD/OS

SUBJECT : Milestone III and IV

Material stated in Milestone I and II that should be destroyed will be done as soon as it is permissible to destroy such material. We foresee no problems in undertaking this task which will take approximately two weeks to complete.

OS/B&F

#### Approved For Release 2002/08/15: CIA-RDP83B00823R000400030038-0

### Administrative - Internal Use Only

1 8 NOV 1975

MEMORANDUM FOR: Deputy Chief, Administration and Training Division

SUBJECT : Schedule and Resources for Records Destruction

REFERENCE : MBO Objective OS-D 01-76

- 1. The Personnel Branch has identified 23% of its records holdings for destruction during FY 76. The destruction, or forwarding to the Agency Records Center to be held pending the lifting of the moratorium or to be retired, will be accomplished by the Personnel Branch employees and will be implemented in accordance with the following schedule:
  - a. Personnel soft files on former employees who separated prior to 1 January 1974 to be sent to ARC prior to 31 December to be held pending the lifting to the moratorium, then to be destroyed.
    - b. Promotion material to be destroyed prior to 31 December.
    - c. Working files to be destroyed prior to 31 December.
    - d. Subject files to be retired to ARC prior to 31 July 1976.
  - e. Reading files (chronos) to be retired prior to 31 July 1976.
- 2. No problems are foreseen in carrying out the above schedule. The destruction and retirement will be carried out by the Personnel staff without additional assistance. It is estimated that the destruction and retirement of the files listed above will require approximately 16 people hours.

Chief, Personne Branch, A&TD
Office of Security

24 November 1975

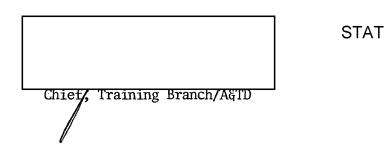
MEMORANDUM FOR: Deputy Chief, Administration

and Training Division

SUBJECT: MBO Objective; OS-D 01-76

Milestone 3 and 4

- 1. I foresee no problems in carrying out the destruction of files as itemized in Milestone 2 nor do I see any additional resources being required.
- 2. When advised that destruction is permissable, the Training Branch will initiate action and will take approximately three months to destroy the materials outlined in Milestone 2.



LOGISTICS BRANCH/A&TD
MILESTONE III

THE 6.0 LINEAR FEET OF FILES/RECORDS REPORTED BY LOG BRANCH
AS RECOMMENDED FOR DESTRUCTION BY 1 JULY 1976 POSE NO DISPOSAL
PROBLEMS FOR US. THE BRANCH WILL BE ABLE TO DESTROY APPROXIMATELY
ONE LINEAR FOOT PER MONTH FROM JANUARY THROUGH JUNE WITHOUT ADDITIONAL
ASSISTANCE OR IMPACT ON REGULARLY SCHEDULED WORK.

UNCLASSIFIED Approveduse	<b>ERNAL</b> or <b>CHIEY</b> ease 2002/0	8/15 : CIA	RDF99800825R01040003008810 SECRET
	ROUTING AND	RECOR	RD SHEET
SUBJECT: (Optional) Milest	one 3 and 4		
FROM: DC/A&TD		EXTENSION	NO.
AT 4E-69		ı	DATE 28 November 1975
TO: (Officer designation, room number, and building)	DATE  RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
AT: C/PPG	1 Dec 75	WB	Milestone 3 and Mile- stone 4 have been incorporated
			into one report which is being submitted as requested by memo from DD/P&M dtd 19 Sep 75
4.			subject: MBO Objective OS-D 01-76.
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## Approved for Release 2002/08/15 / 2/A ADP83900827R000490030038-0

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## Approved For Release 2002/08/15 CIA-RDP83B00823R000400030038-0



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DIVISION FIGURES

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